

BUDGET UNIT: RECORDS MANAGEMENT (IRM ACR)**I. GENERAL PROGRAM STATEMENT**

Records Management is responsible for storage of vital documents and records destruction. This division relocates inactive files from County departments into a central storage facility, where the files are maintained and made accessible to user departments upon request. The division also identifies records eligible for destruction based on schedules established by the owning agency.

The Records Management budget unit is an Internal Service Fund (ISF). As an ISF any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rates structure.

II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Actual 2002-03 | Budget 2003-04 |
|---|---------------------------|---------------------------|---------------------------|---------------------------|
| Total Operating Expense | 98,445 | 132,356 | 220,275 | 133,772 |
| Total Revenue | 123,699 | 132,356 | 118,331 | 133,865 |
| Revenue Over/(Under) Expense | 25,254 | - | (101,944) | 93 |
| Budgeted Staffing | | 2.0 | | 2.0 |
| Fixed Assets | - | - | - | - |
| Unrestricted Net Assets Available at Year End | 108,141 | | 46,157 | |
| <u>Workload Indicators</u> | | | | |
| Shredding/Reams | 47,137 | 46,000 | 37,419 | 26,700 |
| Storage Cubic Feet | 36,000 | 36,000 | 32,531 | 33,010 |

The increase in operating expenses is primarily due to the Board approved consulting contract on December 17, 2002, for a not to exceed cost of \$99,500 for Records Management improvements.

Decrease in revenue is due to Shredder becoming inoperable and therefore the service was outsourced.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)**STAFFING CHANGES**

None.

PROGRAM CHANGES

On March 4, 2003, the Board of Supervisors approved rate increase for storage of \$.08 per cubic foot per month for a total of \$.29 per cubic foot per month and a decrease for shredding of \$1.60 per box for a total of \$6.33 per box per month, to be effective July 1, 2003.

AUDITOR/CONTROLLER-RECORDER

GROUP: Fiscal
DEPARTMENT: Auditor/Controller-Recorder
FUND: Internal Services IRM ACR

FUNCTION: General
ACTIVITY: Records Mgmt

| | 2002-03 Actuals | 2002-03 Approved Budget | 2003-04 Board Approved Base Budget | 2003-04 Board Approved Changes to Base Budget | 2003-04 Final Budget |
|-------------------------|--------------------|----------------------------|--|--|-------------------------|
| Appropriation | | | | | |
| Salaries and Benefits | 45,491 | 76,949 | 84,002 | 18,446 | 102,448 |
| Services and Supplies | 174,784 | 55,407 | 55,407 | 26,049 | 81,456 |
| Transfers | - | - | 347 | - | 347 |
| Total Exp. Authority | 220,275 | 132,356 | 139,756 | 44,495 | 184,251 |
| Reimbursements | - | - | - | (50,479) | (50,479) |
| Total Operating Expense | 220,275 | 132,356 | 139,756 | (5,984) | 133,772 |
| Revenue | | | | | |
| State Aid | (147) | | | | |
| Current Services | 118,478 | 132,356 | 132,356 | 1,509 | 133,865 |
| Total Revenue | 118,331 | 132,356 | 132,356 | 1,509 | 133,865 |
| Rev Over/(Under) Exp | (101,944) | - | (7,400) | 7,493 | 93 |
| Budgeted Staffing | | 2.0 | 2.0 | - | 2.0 |

Total Changes Included in Board Approved Base Budget

| | | |
|------------------------------------|--------------|--------------------------------|
| Salaries and Benefits | 2,376 | MOU. |
| | 4,220 | Retirement. |
| | 457 | Risk Management Workers, Comp. |
| | <u>7,053</u> | |
| Services and Supplies | <u>347</u> | Incremental Change in EHAP. |
| Total Operating Expense | 7,400 | |
| Total Revenue Change | - | |
| Total Revenue Over/(Under) Exp | 7,400 | |
| Total 2002-03 Operating Expense | 132,356 | |
| Total 2002-03 Revenue | 132,356 | |
| Total 2002-03 Rev Over/(Under) Exp | - | |
| Total Base Budget Operating Exp | 139,756 | |
| Total Base Budget Revenue | 132,356 | |
| Total Base Rev Over/(Under) Exp | (7,400) | |

Board Approved Changes to Base Budget

| | | |
|--------------------------------------|-----------------|---|
| Salaries and Benenfits | <u>18,446</u> | Cost of .25 budgeted staff - Record Management Supervisor. |
| Services and Supplies | <u>26,440</u> | Increase COWCAP , decrease professional services and increase general office expense. |
| | <u>(391)</u> | GASB 34 Accounting Change (EHAP). |
| | <u>26,049</u> | |
| Reimbursements | <u>(50,479)</u> | Reimbursement to IRM for recording services. |
| Total Operating Expense | <u>(5,984)</u> | |
| Revenue | | |
| Current Services | <u>1,900</u> | Estimated increase in storage revenue. |
| | <u>(391)</u> | GASB 34 Accounting Change (EHAP). |
| | <u>1,509</u> | |
| Total Revenue | <u>1,509</u> | |
| Total Base Year Rev Over/(Under) Exp | <u>7,493</u> | |